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West Virginia LIBRARIES

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<http://wvnmms.wvnet.edu/~wvla/>

June 2003

Scenes from D.C.



Five members of a visiting Russian delegation sponsored by The Open World Leadership Center at the Library of Congress joined WVLA members and Senator Rockefeller. Delegation members' names were collected on business cards, but all names are in Russian! Sorry we can't name our new friends individually, but in the front row, left to right, are: Myra Ziegler (Summers Co. PL, WVLA Legislative Chair), Julie Spiegler (WVLA President), and two Russian delegates. Back row, left to right, is: Linda Linsey (Richwood PL), Russian delegate, Senator John D. Rockefeller IV, two Russian delegates, Steve Christo (Cabell Co. PL, WVLA Treasurer), and Betty Gunnoe (Martinsburg-Berkeley Co. PL/WVLA Federal Relations Coordinator). — See 'A Message from the President' on page 2 for details on Capitol Hill visit.

School library media specialists workshops set for July

Workshops for School Library Media Specialists are scheduled for 9 a.m.-5 p.m. on Tuesday, July 22nd at Fairmont State (registration is 9-10 a.m., workshops start at 10 a.m.). Check out the detailed schedule on the WVLA School Library Division site at: <http://www.fscwv.edu/users/bstefanowiczworkshopscheduleWVLA.pdf>.

The marketing folks for WVLA have agreed to come and sell their wares (shirts, hats, hand puppets, etc). Please print out the schedule or share the link with any peers who may be interested.

Workshops qualify for continuing education hours.

South Preston Middle School awarded Laura Bush Foundation grant

Congratulations go out to Martha Rosier and her library at South Preston Middle School! She applied for and received a Laura Bush Foundation grant, which awarded her library \$5,000 to purchase books. Martha's library was the only one in WV to win this award. For more information about the grant, and for a complete listing of winners, see: http://www.laurabushfoundation.org/release_052003.html.

Left to right, front row: J.D. Waggoner (WV Library Commission), Myra Ziegler (Summers Co. PL, WVLA Legislative Committee Chair), Julie Spiegler (Kanawha Co. PL, WVLA President). Back row: Steve Christo (Cabell Co. PL, WVLA



Treasurer), Linda Lindsey (Richwood PL), Congressman Nick Rahall, Betty Gunnoe (Martinsburg-Berkeley Co. PL, WVLA Federal Relations Coordinator).

A Message from the President

Whew! I just finished unpacking from a May 13 trip to Washington, DC as part of ALA's Legislative Days. Five WVLA members met on Capitol Hill to accompany J.D. Waggoner, Executive Director of the WV Library Commission (and a Past-President of WVLA) on visits with the West Virginia Congressional delegation.

Our first stop was Senator Rockefeller's office where we were met five Russian librarians who plan to visit West Virginia in May to tour several libraries. They sat in on our meeting with the Senator's knowledgeable aide who was very much aware of the issues facing our libraries. Senator Rockefeller even stopped in for a brief chat with us and wants all of you to know that he supports West Virginia libraries! (See photo, pg. 1)

We then met with Senator Byrd's staff and voiced concern for future funding, commenting especially on legislation that involves West Virginia libraries directly. Senator Byrd co-sponsored the "Restoration of the Freedom of Information Act" that addresses the restrictions in individual

liberty and privacy enacted under the Patriot Act. If you ever have a chance to visit the Hart Senate Office Building in Washington DC, please stop and visit the WV Senatorial offices. Senator Rockefeller's office is decorated with beautiful West Virginia quilts and every inch of Senator Byrd's office walls are covered with photos, awards, and mementos of his illustrious career in the Senate.

Our flock of six (lead by capable and well-informed tour guide Betty Gunnoe of Martinsburg Public Library) then proceeded to the House side of the Capitol. We pushed JD's buttons and he repeated our concerns with the staffs in the offices of Representatives Mollohan, Rahall and Capito. Rep. Rahall also stopped in to talk with us and take advantage of our visit for a quick photo op in front of his office with its beautiful view of the Capitol.

Our delegation shared personal stories with each member of Congress about how all WV public libraries, regardless of size, benefited from federal funding through LSTA. We expressed concerns about the

chronic under-funding of school libraries despite the "No Child Left Behind" legislation and described our initiative to create a statewide database which would enable West Virginia citizens to access libraries from their home computer. I would like to thank Linda Lindsey (Richwood Public Library), Myra Ziegler (Summers County Public Library), and Steve Christo (Cabell County Public Library) for joining Betty Gunnoe and me on this trip at their own expense. All in all, it was a very successful and fulfilling visit to Capitol Hill.



Summer Reading is in the air at the libraries as preparation that began at last year's Spring Fling is beginning to bloom in June! Have a fun and safe summer and keep an eye on WVLA's website [www.wvla.org] for updates on this year's Annual Conference (at The Greenbrier, Dec. 3-5) and other library related news!

Julie Spiegler
WVLA 2003 President
julie.spiegler@kanawha.lib.wv.us

Introducing a
novel by
West Virginia
author
Ed Davis

I Was So Much Older Then

Growing up in a West Virginia town of the 1960s and 70s, Danny Cahill lives the kind of life most people would rather pretend doesn't exist. At best, it is a harsh life, lived under hostile conditions. The lessons carve both his destiny and his character.

"His characters are colorful, heart-breaking and sometimes harshly real. Despite the novel's darker aspects, though, Davis has written a very positive and life-affirming story, a tribute to people who are able to rise above their circumstances."

Eric Fritzius, Librarian, Greenbrier Public Library

Published by Disc-Us Books, ISBN 1-58444-269-7, the novel is available at:
nuvobookstore.com, by mail at
2570 Camino San Patricio, Santa Fe, NM 87505
or by phone: 1-888-695-9111.

WVLA Executive Board nominations approved

The following nominations were approved by the WVLA Executive Board at their June 6, 2003, meeting at the Greenbrier hotel.

1st Vice-president/President Elect:

- Penny Pugh, WVU

2nd VP:

- Carolyn Leporini, Martinsburg-Berkeley Co. PL
- Beth Yoke, Fairmont State College

Secretary:

- Margaret Smith, Lincoln Co. PL
- Martha Yancey, WVU

Treasurer:

- Thelma Hutchins, Fairmont State College
- Brian Raitz, Parkersburg & Wood Co. PL

ALA Councilor:

- Yvonne Farley, Mine Health & Safety Academy Library
- Phyllis Freedman, Salem-Teikyo

Additional candidates may be nominated by petition with 10 signed signatures by WVLA members as well as written consent of the candidate. Such nominations should be sent to: Yvonne Farley, National Mine Health & Safety Academy, Technical Information Center & Library, 1031 Airport Rd., Beaver, WV 25813 by September 1.

People in the News

Parkersburg's Head of Technical Services, Jo Ellen Dennis will be retiring at the end of August. She has worked at the library nearly 32 years.



The West Virginia Library Commission has hired a new Cataloging Services Librarian. Heather Campbell received her MLIS in 2002 from the University of Pittsburgh. She has a BS in Speech Pathology from WVU. She recently has taught three online courses: Cataloging at Fairmont State College and at the Marshall University Graduate College, and Libraries and Technology for Fairmont State. She was a Library Technical Assistant II for four years at WVU working in the Special Projects Unit of the Downtown Campus Library Cataloging Department.

Obituary

Anne Buck

Anne Buck, university librarian of Caltech since 1995, died April 2 of cancer, at the age of 63. She got her start about 30 years ago at the Dunbar (WV) Public Library. She decided this was the path she wanted to pursue and enrolled at the Univ. of KY. Upon graduation, Anne landed a job at Bell Labs. With Bell, she worked in PA, NJ, and Lisle, IL. While in Lisle, she also served on the public library's board of directors. After several years, she decided to venture into academia, serving as university librarian at the New Jersey Institute of Technology. Anne then accepted the position of university librarian at the California Institute of Technology in Pasadena.

Anne traveled extensively and was widely published especially in the area of library management. She also received many professional awards for her accomplishments. She was named Alumna of the Year in 1996 by the University of Kentucky School of Library and Information Science.

Memorials in Anne's memory may be directed to the Wellesley College Scholarship Fund, Wellesley, Massachusetts.

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WVLA's Web site:

<http://wvnmms.wvnet.edu/~wvla/>

Tips for developing your workshop

By Rebecca Van Der Meer
Continuing Education Consultant
West Virginia Library Commission

Librarians often encounter opportunities to provide workshops for peers, staff, or members of the community. Here are some tips for developing a successful workshop.

1. Determine your topic and target audience.

- Have at least a basic knowledge of your topic. You do not have to be an expert on your topic. Do not be afraid to say "I don't know, but I can find out."
- Find out about your audience and what their interest is in the topic. Tailor your talk to meet their interest.

2. Research your topic and gather information.

- Make an outline based on your knowledge of the topic
- Research to expand your basic knowledge by using reliable sources.
- Make a bibliography of your sources.

3. Organize the information sequentially, as you will present it, and divide it into segments for presentation.

- This will be your road map to follow when you start your presentation
- Make sure each segment ties to the one before and after it. This will keep you on track and will prevent you from getting lost in your presentation.

4. Determine what techniques you will use to present the new information.

- **Straight Lecture** - Although this can be boring, there is a possibility that this is the only presentation technique for your topic. Do NOT read your presentation to your participants. Do NOT read your power point presentation to your participants. Use it only as a visual guide.
- **Visual Demonstrations** - The majority of adult learners are visual learners. If you are presenting a technique such as book repair, paper folding, etc. it is best to do a full step-by-step demonstration before the participants practice the application. Make sure everyone has a clear view of what you are doing. Your handouts also should be clear and concise.
- **Facilitator** - You act as the guide. It is your responsibility to make sure that everyone gets involved and the program stays on track. You can get involved by asking questions to keep the group "thinking."
- **Combo** - This is not what you order at McDonald's, although it does contain all the above.

Choose a technique with which you are

most comfortable. If the group sees that you are uncomfortable with your presentation, they will act accordingly, which inhibits their learning. Although you should be comfortable with your delivery, your participants are your main concern. Know your audience well enough to know what technique you should use.

5. Determine what support materials and auditory-visual aids you will need.

- Whatever you use for support material, make sure it is pleasing to the senses.
 - Do not use harsh colors of paper for a writing surface
 - Black or Blue broad tip markers are best for writing on flipcharts
 - If using a dry erase board, set it so there is no glare
 - Make sure you know how to use any AV equipment
 - Always have a backup plan when using AV equipment.

6. Develop experiential activities to support the presentation.

- This is a good way to keep your participants awake
- The activities can be hands-on, case studies or scenarios
- Group activities are best if possible. This will keep the fear of being "picked" down.

7. Plan the workshop agenda and schedule.

- Build a timeline. Last minute planning will get you into trouble
- Many participants need to know at least 30 - 60 days in advance to plan their work schedule.

8. Assemble and create all support materials, aids and supplies.

- If you are using AV equipment, make sure it is in working order. Replace, or have on hand, replacement bulbs for your equipment. Keep the manuals with the equipment for easy access
- Make sure you have enough flipcharts and pens if you plan group activities.
- Create a supply check list to use for each workshop. Review it frequently if you plan to do more than one presentation in any given time.

9. Prepare. Practice.

- You are your best audience. Practice in a quiet setting in front of a full length mirror
- If you have a video camera, record your presentation as you practice
- Practice in front of a group that will give you constructive feedback and not just compliments.

10. Make arrangements for a location, services, and presentation aids.

- If it is your responsibility to provide a location, do it early. Take care of any booking arrangements if necessary
- Make a check list of what needs to be in the room, i.e. projector screen, tables, chairs, internet connection.

11. Check out workshop location and room.

- Go to the location and get a good picture in your mind. This will help you prepare for the presentation
- Make sure there is good lighting
- Check the sound out. Will you need a microphone? What are the acoustics like?
- Is there room for group activities if necessary?
- Make sure the room is large enough that you as the presenter can move around comfortably
- Make sure the room is large enough that the participants are not sitting on top of one another.

12. Notify prospective participants.

- Send out workshop notification at least 30 - 60 days in advance if possible
- Include an agenda and registration form
- Provide directions to the workshop location
- As the participants register, be sure and confirm registrations
- Develop an evaluation feedback form.

13. Prepare. Practice. Refine.

- Yes, it is time to prepare and practice again!

14. Have a great workshop!

- Make this a fun time not a chore.

Now that you have planned your workshop, you are ready for your delivery. Your delivery can be divided into three phases. Phase I makes up 70% of your presentation with phase II and III making up the remaining 30%. Plan your time accordingly.

■ Phase I - Presentation

Presentation includes introducing the session and presenting the content.

It is your responsibility to deliver new information. You can do this by acting as a facilitator, using power point presentations, videos, or other well informed associates.

■ Phase II - Application

The application of the information received is the real test to determine if your information was well received. This will give the participants to practice what you have taught them. Practice can be hands-on, scenarios, or case studies. The trainer will want to monitor

—continued on page 5

Weeding—is it a dirty word?

By Ann Henriksson, Shepherd College

Have you encountered patrons who believed that library collections should grow continuously and the idea of withdrawing items was sacrilege? I would hazard a guess that probably every college campus has at least one professor who holds this view. Other professors can't wait to get rid of old, outdated materials. As librarians, we know our space is limited, and we strive to make the collection more usable. Weeding becomes an essential tool to keep the collection current, particularly in such areas as nursing, business, and computer science. We don't want to have outdated and erroneous information available for our users.

How do you tackle weeding your collection? My experience over the years has shown me that there are as many ways to weed a college collection as there are to locate answers to reference questions. At Shepherd College's Scarborough Library I have been part of three major weeding efforts, as well as ongoing weeding for reference and government documents.

The first project was in the fall of 1991 and into the spring of 1992 in preparation for barcoding the collection. Up until that time little weeding was done because it was the policy of the library to retain as much as possible. The librarians divided the circulating collection into broad subject areas based on LC classification. We did not weed the religion, philosophy, biography, art, literature or history collections, but did weed reference and media. Our criteria for weeding included checking the most recent circulation date (where appropriate), the physical condition of the item, and evaluating the contents to ascertain whether the material was outdated or superseded. For circulating material, we used a conservative date of 10 years, i.e. if the material hadn't been circulated in 10 years, it was a candidate for removal if it was not a known classic and was not the only book on that subject. We tended to keep historical surveys in all subjects. We also withdrew earlier editions and second copies. Of course, there were exceptions, particularly in reference where an earlier edition might be retained if key material was dropped in a subsequent edition. Some of us worked in teams of two, while at other times we worked alone.

The pulled materials were taken to Technical Services where the titles were checked against Books for College Libraries. If an item was listed in this source, it was returned to the shelf. Occasionally, a damaged book was repaired or a replacement or updated edition ordered, if it circulated heavily. Some well-used

worn books were rebound. If the pulled material did not fit any of the criteria mentioned above, it was withdrawn. All the librarians reviewed the books pulled in reference before they were withdrawn.

We involved the teaching faculty in the weeding project by taking selected books or media from the shelves and having the faculty review them. We were able to identify some faculty members who used older materials from the checkout slips on the items that still had names of users. We often learned that an item was no longer relevant for the classroom, and it was withdrawn. Faculty from business, nursing, biology, chemistry, and physics were most involved in this process.

Before we cataloged the federal documents in 1995 and 1996, I reviewed the collection, separating those documents held over 5 years that did not substantially support the collection development policy statement. Those items were placed on Offers Lists that were sent to WVU for permission to discard. Weeding enabled us to withdraw serial items that had died and other odd documents that arrived as general publications or handbooks, manuals, or guides that did not fit our collection development policy. Occasionally, I'd seek faculty advice about withdrawing a document. For example, the Nursing faculty agreed we could substitute the online Morbidity and Mortality Reports for the paper copy. The revised catalog record includes the hyperlinked URL.

Our latest weeding effort occurred in late 2001 and into the spring of 2002 as part of the preparations for the move to the new addition

in July 2002. This project was much more informal in nature. Sections known to have outdated materials were targeted for weeding. In some areas, librarians worked alone using the criteria we employed in 1991 and 1992. In other areas, faculty were invited to review their entire subject collection. Faculty members in the departments of education, family and consumer sciences, nursing, sociology, and social work participated in this project. Working directly in the stacks, they reviewed the books and pulled those that were outdated. The volumes were withdrawn if they did not appear in Books for College Libraries and were not used by students of other departments. Weeding the media collection often involved pulling selected items and contacting appropriate faculty for their review.

Overall, Shepherd's weeding projects provided great opportunities to evaluate and update our collection. We've been able to make our collection more relevant and timely while fostering collaboration with the classroom faculty. Faculty involvement has grown over time. Some of the more actively involved faculty members have spotted gaps in our collection and identified newer editions of necessary titles that we subsequently ordered. This doesn't mean that there haven't been times when a faculty member has been unable to find a book because it was weeded. Fortunately, we can nearly always locate an updated edition or newer information on the same subject. In the end we don't perceive weeding as a dirty word but rather an opportunity to improve the collection with the help of the faculty.

Workshop—continued from page 4

the performance making sure the participants understand the directions.

■ Phase III - Feedback

Always provide feedback for the participants. This gives the participants the opportunity to ask questions for clarification. Feedback should always be positive and constructive. Never criticize.

At this point, you will want to summarize the session. This step will tie the entire workshop together.

Don't forget to do an evaluation of the workshop. This will give the participants a chance to critique your presentation style and the content. Do not be offended by any remarks. Take it as constructive feedback and

apply the suggestions when you do your next presentation.

Plan well.

Prepare thoroughly.

Pay attention to details.

Practice.

Take care of yourself.

Be flexible.

If you are interested in having a training seminar on presenting workshops or train-the-trainer, contact Rebecca Van Der Meer, Continuing Education Consultant with the West Virginia Library Commission at vandermeer@wvlc.lib.wv.us or call 1-800-642-9021 (Library Development).

Passport service points to ponder

By Pam Coyle,
Martinsburg-Berkeley Co. Public Library

Public librarians are often asked to do more with no extra reimbursement. From distributing thousands of income tax forms to notarizing official papers, librarians provide these and other services free to our patrons, services that have little to do with traditional library roles.

Now comes a new service: passport acceptance agency. If your library agrees to do this, you will validate the completed passport application for the applicant, send it into the Department of State and answer related questions. You will have to complete an eight-hour training course beforehand.

Why would you add this service? To help your patrons who would otherwise have to travel to larger cities, to link your library to the world, or to make the library an integral part of the entire community? All good reasons, but the best of all is that the Department of State requires that the library collect \$30.00 per applicant for this service, in addition to the passport fee.

This money is yours to keep and use as you see fit.

Martinsburg-Berkeley County Public library became the first library in West Virginia to be a passport acceptance agency. Since February 17, 2003 we have averaged \$500.00 per week in execution fees. We are not anticipating this to continue but the Berkeley County Courthouse reported that they did 1300 passports in 2001 before they ceased to be a passport acceptance agency.

We will allot \$6,000.00 for this in the FY2004 budget, anticipating only 15 to 20 passports per month. The first year will be a trial period for us and, as such, we are estimating conservatively.

If you are considering doing this at your library, you should consider several issues:

Are the staff members who will be trained VERY detailed-oriented?

- Do you have a place, either an office or a desk in a quiet area, where this can be done?
- Is your staff willing to answer questions, totally unrelated to the process you are involved in-e.g. Visas?
- Do you have some time to devote this service? If the application is complete

and the applicant has the two photographs (1"x 1 3/8"), the birth certificate, the photo ID, etc. then it takes about 10 to 15 minutes to complete the passport and administer the oath.

The advantages to adding this service are obvious: money and convenience for your patrons.

The disadvantage is also obvious-time taken away from the "regular" library duties.

The Martinsburg-Berkeley County Public Library had four staff members trained which allows service most days of the week. If the money realized from this venture nears half of the amount collected by the county circuit clerks (\$18,500) we will hire a part-time employee to do this and other library duties. The county clerks in Berkeley County wanted to stop being passport acceptance agents because they had too much other work to do and they had some disgruntled applicants.

In West Virginia, most of the county circuit clerks' offices provide this service. If you are interested, approach them and determine whether you would be "in competition" with them or if they would welcome the assistance.

If you need more information, call Brenda Money at the State Department at 1-215-931-4536. This number is NOT for general distribution to the public. The web site for more information is <http://www.travel.state.us>; click on the "travel and living abroad" heading.

We have found this service to be financially beneficial and have received many compliments from people applying for passports. During the past 3 months, we have also had 2 incidents that have been less than pleasant. One was a person who refused to comply with some of the U. S. Department of State regulations and became irritated with us, and the other was a person who was ill and we had some trouble getting her a passport.

WVLA Scholarship application and procedure

The West Virginia Library Association, hoping to increase the number of qualified ALA-accredited librarians in the state of West Virginia, established a scholarship fund for graduate work in 1990. To date, a number of scholarships have been awarded and we are extending the opportunity once again. The money in this fund, donated by members of the Association and others, has been used to assist WVLA members engaged in the pursuit of an ALA-accredited MLS degree.

Successful applicants must complete an application form and submit all supporting documents. Scholarships will be awarded thereafter. This year's scholarship deadline is September 1, 2003. Scholarship materials should be sent to: Judy Duncan, Scholarship Chair, 114 C Oak Drive, Dunbar, WV 25064

The Scholarship Procedure

1. Applicants must have been a member of the West Virginia Library Association for at least one year prior to the application deadline.
2. Applicants must submit the names of three references, at least one of whom is a professional librarian.
3. Applicants must submit a 250-word essay stating their professional goals.
4. Applicants must submit an unofficial copy of their library school transcript, if coursework has been completed.
5. Applicants must submit proof that they have been officially admitted to an ALA-Accredited MLS program.
6. Applicants may submit a short statement detailing undue financial hardship.



WVLA Scholarship Application

Name _____ WVLA Member _____ years/months

Address _____

Home Phone _____ Work Phone _____

Current Position _____ Organization/Agency _____

EDUCATION:

High School (Name, City, State) _____

College(s) (Name, City, State, Degree received, date degree received) _____

Library School (Name of School and Year Admitted) _____

How will this scholarship assist you: _____

List any wards, affiliations, and non-WVLA activities: _____

WVLA Activities (including, but not limited to, conferences attended, presentations made at conferences, committee services, roundtable-division activities, offices held): _____

REFERENCES

Name, address and phone number of three references (One of which must be a professional librarian:

1. _____
2. _____
3. _____

To be considered, the information must be received by September 1, 2003 and include: the application, three references, essay, proof of admission to a MLS program, unofficial transcript of coursework completed, and statement of financial hardship – if applicable.

Return to: Judith A. Duncan, Chair, Scholarship/Continuing Education Committee,
114 C Oak Drive, Dunbar, WV 25064

WVLA

Events

NOTE: West Virginia Library Commission meetings are set monthly and dates will vary. Please check the WVLC web site for the exact date, time, agenda and minutes each month at www.librarycommission.lib.wv.us

JULY

- **Anti-Boredom Month**—libraries have lots to offer to combat boredom. Let your community know all the ways libraries can entertain them.
- **National Hot Dog Month**—hold a hot dog sale to raise money. Sponsor a contest to find your neighborhood's hottest dog!

AUGUST

- **FamilyFun Month**—end your summer season with some family-oriented programs and activities. Invite the whole family to your summer reading finale.
- **National Back-to-School Month**—now is the time to let parents and students know how to get a library card and how the library can help with projects and homework throughout the school year.

SEPTEMBER

- **Library Card Sign-Up Month**
- 1 WVLA Scholarship Application Deadline (see June issue of WV Libraries for information and application form)

OCTOBER

- 11-12 West Virginia Book Festival, Civic Center, Charleston, WV

NOVEMBER

- **Rally for Libraries at the Capitol.**
Watch for date and time.

DECEMBER

- 3-4 86th Annual Conference of the West Virginia Library Association, The Greenbrier, White Sulphur Springs, WV

2004

FEBRUARY

- 10 Library Day at the Legislature. Reception at the Cultural Center Great Hall.

WVLA Membership Information

To become a member of the West Virginia Library Association, contact:

Myra Ziegler
Summers County Public Library
201 Temple St. • Hinton, WV 25951-2330
Phone: 304-466-4490
e-mail: zieglerm@raleigh.lib.wv.us

A note from the editors

West Virginia Libraries welcomes suggestions for articles from librarians, support staff, trustees and friends.

Articles may be submitted in writing, typewritten, by e-mail or on computer disk. If submitting material on computer disk, please use 3-1/2" disk and save your file to disk as an ASCII file and submit a hard copy (printout) of the material on the disk.

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March 15 for April issue
May 15 for June issue
July 15 for August issue
September 15 for October issue
November 15 for December issue



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